



Department of Environmental Quality

To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.



Matthew H. Mead, Governor



Todd Parfitt, Director

MEMORANDUM

TO: All Interested Parties

FROM: Jennifer Zygmunt, WDEQ Nonpoint Source Program Coordinator

DATE: June 15, 2016

RE: **Request for Proposals for Federal Fiscal Year 2017 Section 319 Funds**
Pre-Review Proposal Submittal Deadline (Optional): **Monday, August 1, 2016**
Final Proposal Submittal Deadline: **Friday, September 16, 2016**

The Nonpoint Source Program (NPS Program) of the Wyoming Department of Environmental Quality (WDEQ), Water Quality Division (WQD) is pleased to announce that it is now accepting proposals for projects to be awarded under Section 319(h) of the Clean Water Act. Section 319 grant funds allocated to the State are available each year on a competitive basis to agencies and organizations that will implement projects to reduce nonpoint source pollution to surface and ground waters of the State. The goal of the Wyoming NPS Program is: "To identify sources of nonpoint source pollution to surface water and ground water of the State of Wyoming and to prevent and reduce nonpoint source pollution such that water quality standards are achieved and maintained." Projects should be designed to help the NPS Program achieve this goal.

Funds are awarded as reimbursement grants, meaning that funds can be issued to the recipient only after proof of expenditure on eligible costs identified to deliver the approved product. All proposals submitted for these funds must identify at least 40% of the total project cost as non-federal cash or in-kind services match.

The remainder of this memorandum provides further information on eligibility requirements, program priorities, and the application process for obtaining Section 319 funding. Downloadable copies of the application form and budget workbook, can be found on the following website: <http://deq.wyoming.gov/wqd/non-point-source/>. Instructions for completing the application form are included in this memorandum. Instructions for completing the budget workbook are included in the first sheet of the workbook. Please be sure to carefully review all guidance and application forms, as these documents are updated each year. **It is required that anyone planning to submit an FY17 proposal contact the Nonpoint Source Program to discuss their proposed project. This will help ensure that proposed projects meet eligibility requirements and program priorities.** Please contact Jennifer Zygmunt, Nonpoint Source Program Coordinator, at 307-777-6080 or jennifer.zygmunt@wyo.gov to discuss your project or for help with any other questions about Section 319 funding and the proposal. Thank you for your interest in the Section 319 grant program; we look forward to reviewing your proposal.

FY17 SECTION 319 GRANT PROPOSAL GUIDANCE

The following links will allow you to quickly access different sections of this guidance document:

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WHAT IS NONPOINT SOURCE POLLUTION?

Unlike point source pollution, which can be traced back to a single defined source, nonpoint source pollution is caused by surface water runoff that is diffuse in nature and often widespread, making it difficult to assess the source of the problem. Nonpoint source pollution occurs when runoff from rainfall or snowmelt travels over and/or percolates through the ground and picks up contaminants. These contaminants are deposited into streams, lakes, rivers, and groundwater. Nonpoint source pollution is generally associated with human land-disturbing activities such as urban development, construction, agriculture, recreation, silviculture, and mineral exploration.

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WHAT IS ELIGIBLE FOR SECTION 319 FUNDING?

Generally, all projects that demonstrate the real potential to improve water quality by reducing nonpoint source pollution are eligible. Some examples of project types include Watershed Restoration, Watershed Protection, Outreach/Education, Monitoring/Assessment, Planning, Technical Assistance, and Groundwater. While a variety of project types are eligible, please continue reading through this memorandum to understand which projects will be given priority for funding based on national requirements and state program priorities. The key linkage for any project is effective and efficient nonpoint source pollution control activities resulting in measurable water quality improvement.

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WHAT IS NOT ELIGIBLE FOR SECTION 319 FUNDING?

There are some categories of projects and project components that are **not** eligible for Section 319 funds. Some of the more common ineligible projects and project components include:

- Projects that focus on research. Section 319 funds are targeted for projects that see direct results in water quality improvement; therefore, research projects are not eligible.
- Projects that are in response to a regulatory action. Projects required as part of a regulatory settlement, order, stipulation, or permit condition are not eligible for Section 319 funds.
- Projects designed to address point source pollution issues are not eligible.
- Projects where the primary benefit is increased production (crop, livestock, etc.), even if water quality improvement might be a secondary benefit, are not eligible.
- Any project components that involve the purchase of real property are not eligible. Real property is defined as real estate (land) and permanent structures (buildings).
- Any project components that are in direct violation of any local, state, or federal regulation are not eligible.

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WHO IS ELIGIBLE FOR SECTION 319 FUNDING?

Public and private entities, including local governments, cities, counties, regional development centers, local school systems, colleges and universities, local nonprofit organizations, state agencies, federal agencies, watershed groups, for-profit groups, and individuals are eligible to apply for Section 319 Funds. Awards to individuals are limited to demonstration projects.

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WHAT CHANGES HAVE BEEN MADE WITH THE FY17 REQUEST FOR PROPOSALS (RFP)?

Some minor modifications to the content of the application form are included with the FY17 RFP. A cap of \$400,000 has been retained with the FY17 RFP as the maximum amount of funds that a single project can apply for.

In FY16, the WDEQ and Nonpoint Source Task Force began using a scoring matrix form to assist with evaluating proposals; for more information, please see the section entitled “[What does the Nonpoint Source Program look at in selecting projects for funding?](#)” Beginning in FY17, sponsors have the opportunity to earn “bonus points” by committing to BMP follow-up monitoring. Please refer to the “BMP Follow-Up Monitoring Guidance” posted on the [Nonpoint Source Program—Sponsors Website](#).

As always, please be sure to read through all guidance and instructions to be aware of other changes that have occurred in recent years.

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HOW MUCH FUNDING IS AVAILABLE?

The NPS Program anticipates that approximately \$850,000 will be available for projects in FY17. Final funding amounts and the timing of the release of those funds are subject to the Congressional and Presidential federal budget approval process and Wyoming’s actual FY17 allocation. The maximum amount that a single project can apply for is \$400,000.

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WHAT ARE PROGRAM PRIORITIES FOR FUNDING?

Per national requirements, the WDEQ is required to spend the majority of its FY17 Section 319 project

budget on Watershed Restoration projects—projects that implement “on-the-ground” conservation practices to restore waterbodies whose designated uses are impaired due to nonpoint source pollution. A portion of FY17 Section 319 funds can also be used for Watershed Protection projects—projects that implement “on-the-ground” conservation practices to protect unimpaired waterbodies. Only a minor amount of funding will be available to projects unrelated to such restoration or protection projects (e.g. outreach/education projects, groundwater projects, planning/assessment projects, etc...).

Watershed Restoration projects as described above must be implemented in accordance with a Watershed-Based Plan. To qualify as a Watershed-Based Plan, the plan must include EPA’s nine elements of watershed-based planning and the plan must have been approved by the WDEQ. A list of impaired waterbodies with approved or pending Watershed-Based Plans is posted on the [NPS Program “Grant Resources” website](#). In limited cases, a Watershed Restoration project may be able to use an alternative planning document to justify eligibility for funds. Watershed Protection projects will also need an alternative planning document to justify eligibility for funding. Please contact the NPS Program with any questions about Watershed-Based Plans and alternative planning documents.

In summary, projects for FY17 Section 319 funding will be prioritized as follows:

High Priority—Watershed Restoration Projects: projects that implement “on-the-ground” conservation practices to restore impaired waterbodies. A watershed-based plan or alternative plan is required.

Medium Priority—Watershed Protection Projects: projects that implement “on-the-ground” conservation practices to protect unimpaired waterbodies. A watershed-based plan or alternative plan is required.

Low Priority—all other project types unrelated to implementing Watershed Restoration or Protection projects. Examples of such projects include: Outreach/Education, Monitoring/Assessment, Planning, Technical Assistance, and Groundwater projects. A watershed-based plan or alternative plan is not required for these projects. Due to limited funding for these project types, the NPS Program recommends that Section 319 funds requested for these projects be limited to \$50,000 or less.

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IMPORTANCE OF DESCRIBING PROJECT PRODUCTS AND MEASURABLE OUTCOMES

One of the overarching principles of the NPS Program is a focus on realizing and documenting measurable improvements in water quality. Therefore, in order to best compete for these funds, the applicant must clearly demonstrate how the products from their project will result in measurable improvements to water quality. Providing specificity in product deliverables and estimated improvement in environmental measures is an important part of preparing a proposal. The proposal should be “product oriented” rather than “process oriented.” Mechanisms to evaluate project effectiveness are integral to the proposal. Details about how to provide this information are included in the application instructions at the end of this memorandum.

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REQUIREMENTS FOR SUBMITTING A PROPOSAL

1. Applicant must complete the Application Form and the Budget Workbook (posted on [NPS Program “Grant Resources” website](#)). Both documents and any required attachments must be submitted for a complete proposal. Additional instructions for completing the Application Form are included in the final section of this memorandum. Instructions for completing the Budget Workbook are included in the first sheet of the workbook. The formats provided must be used.

****Note to Mac users!!! In order to preserve proper formatting and functionality of the Application Form, the form needs to be opened with Adobe Reader, not Preview. It is recommended to set Adobe Reader as your default PDF viewer; then open and download the form from the website and complete it. If the form is opened at all in Preview, it may lose functionality. Adobe Reader is a free download available at: <https://get.adobe.com/reader/>.*

2. **Incomplete proposals will not be considered for funding.** If all information is not available for a requested item, the proposal must describe how the needed information will be collected and used. An explanation should be provided for sections that are not applicable to the particular proposed project; please do not leave sections blank.
3. Final proposals must be **postmarked** (or hand-delivered) by close of business (5:00 p.m.), **September 16, 2016** to:

Wyoming Department of Environmental Quality
Water Quality Division, Attention: Jennifer Zygmunt
200 W. 17th Street, 4th Floor
Cheyenne, WY 82002

Proposal packages postmarked or hand-delivered after the deadline will NOT be accepted for review. There will be no exceptions to this deadline for any circumstances. Fax copies of the proposal cannot be accepted.

- a. **Hard Copies:** Fourteen (14) hard copies of the Application Form and any required attachments (maps, letters of support, etc...) must be submitted by the deadline specified above. *The budget workbook only needs to be submitted electronically (see below), not in hard copy.* Hard copies should be double-sided and submitted on recycled paper. All pages of the proposal must be on 8.5" x 11" paper. The proposals can be stapled or left unbound; covers, folders, or other types of binding should not be used.
 - b. **Electronic Copy:** *An electronic copy of each final proposal must be submitted to jennifer.zygmunt@wyo.gov no later than 5:00 pm on September 16th, 2016.* This includes the Application Form, the Budget Workbook, and any attachments. The Application Form should be submitted in Adobe PDF format; the Budget Workbook should be submitted in Microsoft Excel Format. Required attachments can be submitted in the electronic format easiest for the applicant (PDF recommended but not required).
4. For an **optional (but highly recommended)** pre-review, project proposal pre-submittals (a single copy) can be sent by mail to the WDEQ at the previously cited address, by fax (307-777-5973), or electronically by email to jennifer.zygmunt@wyo.gov. Project proposals for pre-review must be received no later than **5:00 pm, Monday, August 1, 2016**. WDEQ comments can then be incorporated by the applicant into a final project proposal submittal package. All applicants electing to use this pre-submittal review option must still meet all final deadline, format, and content requirements with their final project submittal.
 5. Information beyond that requested in the Application Form or Budget Workbook should not be submitted or attached to the proposal.

6. Project administration, including indirect costs, for funding or use as match, must be included as a separate task (Task 1) in the proposal. Federal 319 money requested for administration **must not exceed 10%** of the total federal (319) funding requested and total administration **must not exceed 10%** of the total project amount. Administrative costs must be accounted for and documented separate from other project work activities.
7. If the project is going to utilize funds or staff contributed by other agencies or organizations, written commitments (within a letter of support) must be included with the proposal documenting the amount of money and/or the number of hours of effort expected from those agencies/organizations.
8. If “Other Federal Funds” are to be used in the project, these funds are treated separately, cannot be accounted for as part of the match component, and are not included as part of the total project cost.
9. Costs for travel and expenses incidental to travel shall be reimbursed or accrue as match at rates not to exceed Recipient's usual and customary travel rates for recipient's employees and agents, not to exceed the actual cost to the Recipient.
10. The proposed budget must have a minimum match of 40% non-federal resources (40% of the total project budget). However, any agreement signed as a result of this request may require a higher rate based on the respondent's proposed budget, negotiations, and WDEQ and EPA approval. Matching funds or in-kind services utilized to meet the 40% match must be clearly identified as non-federal.

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WHAT HAPPENS DURING THE FUNDING SELECTION PROCESS?

If an applicant elects to participate in the pre-submittal review process, he will receive a set of review comments from WDEQ on any deficiencies relating to eligibility, required criteria, and content. The applicant can elect to incorporate those comments into their final submittal package. Those packages still need to be submitted to WDEQ prior to the deadline for final project proposal submittal.

The WDEQ will review all final proposals and formulate comments with respect to selection criteria (see following section). A copy of the applicant's final proposal and WDEQ review comments will be sent to each Nonpoint Source Task Force member for their review. The sponsor of each eligible project will be allowed time for an in-person presentation at the Fall 2016 Task Force meeting (dates and location to be determined, but typically late October/early November). The Task Force will review each project's merits and will make recommendations for funding. Upon recommendation by the Task Force, WDEQ will negotiate detailed Project Implementation Plans (PIPs) with the sponsors of the selected projects. EPA will work with WDEQ and the project sponsor to develop an acceptable PIP and perform Section 7 consultation under the Endangered Species Act. Funds are subject to the Congressional and Presidential federal budget approval process and Wyoming's actual FY17 amount; the timing of the release of those funds is contingent upon those approvals.

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WHAT DOES THE NONPOINT SOURCE PROGRAM LOOK AT IN SELECTING PROJECTS FOR FUNDING?

The WDEQ and NPS Task Force will use the “FY2017 Wyoming Evaluation and Scoring Sheet” to assist

with evaluating proposals and making funding recommendations. This document, along with additional guidelines to the NPS Task Force on proposal review, are available on the [NPS Program “Grant Resources” website](#). It is highly recommended that project sponsors look through the scoring sheet and guidelines to become familiar with the criteria that will be used to evaluate proposals. Section I of the scoring sheet includes information and comments from WDEQ plus a score based on whether the project is high, medium, or low priority (as defined earlier in this memorandum). Section II includes the criteria that each Task Force member will score each proposal on and the corresponding weight for each of those criteria. Beginning in FY17, sponsors have the opportunity to earn “bonus points” by committing to BMP follow-up monitoring. Please refer to the “BMP Follow-Up Monitoring Guidance” posted on the [Nonpoint Source Program—Sponsors Website](#).

The RFP priority score (Section I), Task Force score (Section II), and any bonus points will be added together to provide a total score for the project. Each Task Force member will also make an overall preliminary funding recommendation for each project (fully fund, partially fund >50%, partially fund <50%, and not fund). The total scores and preliminary funding recommendations for the proposals will be used to evaluate the relative merits of the proposals and to guide Task Force funding recommendation decisions. Note that final funding recommendations will still be made through formal motions at the Task Force meeting after fully discussing and evaluating the proposals; obtaining a high score does not necessarily guarantee funding.

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DETAILED APPLICATION INSTRUCTIONS

The following information provides additional instructions on how to complete specific items of the Application Form. Please review all of the following instructions before completing the Application Form.

Section I: Project Summary

- **Project Title**—provide a short but descriptive title for the project
- **Organization Name and Contact Information**—this is the organization that will sponsor and manage the project. The organization receives the funding and is responsible for handling all administrative duties of the grant. Provide the name of the organization and in the following sections, the name of a primary contact person along with all associated contact information for that person. The primary contact person will be whom the WDEQ contacts about the proposal.
- **Funding Summary** (*round all amounts to the nearest dollar*)
 - **319 Funds Requested**—Enter the total amount of federal Section 319 funds you are requesting for the project. Section 319 funds cannot exceed 60% of the total project cost.
 - **Non-Federal Match Funds**—Enter the total amount of non-federal match you will accrue for the project. This includes both in-kind and cash match. At least 40% of the total project cost must be non-federal match.
 - **Total Project Cost**—This is the sum of the requested Section 319 funds and the non-federal match funds.
 - **Other Federal Funds**—Provide the amount of any other federal funds contributed towards the project; however, do not include this amount in the total project cost above—other federal funds should be tracked separately.

- **Project Type**—Select the option from the drop-down menu that best describes the primary focus of your project. Watershed Restoration projects implement “on-the-ground” conservation practices to restore an impaired waterbody. Watershed Protection projects implement “on-the-ground” conservation practices to protect an unimpaired waterbody. Please contact the NPS Program if you are unsure which Project Type to select.
- **Does this project implement a Watershed-Based Plan (WSBP)?** — Indicate by choosing “YES” or “NO” from the drop down menu if this project implements components of an approved Watershed-Based Plan. Please see page 4 of this guidance for further information on Watershed Based Plans. If you are unsure whether or not an approved Watershed-Based Plan exists for your project area, please contact the Nonpoint Source Program.
- **If Yes, Provide Name of WSBP**—If your project implements components of an approved Watershed-Based Plan (see above), please provide the name of that plan.
- **Watershed Name(s) and HUC(s)**—List the name(s) of the watershed(s) that this project will occur in. Please use the eight digit Hydrologic Unit Code (HUC8) level. If this is a statewide project, enter “Statewide”. For each watershed listed, also provide the HUC8 number. EPA offers an internet tool, called “Surf Your Watershed”, which can be used to help find HUCs. This tool is available at the following link: <http://cfpub.epa.gov/surf/locate/index.cfm>. You can also contact the NPS Program for assistance with HUC numbers and watershed names.
- **303(d) Listed Stream(s)**—List the name of any impaired streams that this project will address. Impaired streams include those listed on Wyoming’s 303(d) list as well as waterbodies previously listed on the 303(d) list that have been moved to Category 4A due to TMDL development. The most current 303(d) list and Category 4A waters are contained in [Wyoming’s 2014 303\(d\)/305\(b\) Integrated Report](#).
- **County(ies)**—List all counties within the scope of this project. If statewide, enter “Statewide”.
- **Position coordinates in decimal degrees**—(Latitude/Longitude): The latitude/longitude location of your proposal should be the most downstream point where you would expect to see water quality improvement occur from your project. This is commonly the lowest point in your project watershed (i.e. where the river leaves your county, where the stream joins its larger receiving waterbody, or the USGS gaging station where an impairment was originally identified). Latitude and longitude must be provided in decimal degrees. If project is Statewide, enter “Statewide”.
- **NPS Pollution Source Categories Addressed**—Using the drop down menus provided, choose up to five pollution source categories that this project will address. You must choose at least one category. For each category that you select, provide the percentage that reflects the extent to which the project will address that source category. For example, if you are implementing a project where the primary purpose is to address grazing impacts but you also plan to spend some of your project educating people about urban sources, you could mark “80%” for Agriculture and “20%” for Urban. Total percentages entered should add up to 100%.
- **NPS Functional Categories Addressed**—Using the drop down menus provided, choose up to five NPS functional categories that this project will address. You must choose at least one functional category. For each category that you select, provide the percentage that reflects the

extent to which the project will address that functional category. For example, if you are implementing a Watershed Restoration project and will spend the majority of your funds implementing best management practices (BMPs), but will also devote funds to educational activities and water quality monitoring, a breakdown could be “60%” BMP Implementation, “20%” Outreach/Education, and “20%” Water Quality Monitoring. Total percentages entered should add up to 100%.

- **NPS Pollutants Addressed**—Using the drop down menus provided, select up to six nonpoint source pollutants that this project will address. You must choose at least one pollutant.
- **Briefly state the goal of the project and how the project will accomplish that goal**—In this section, provide a BRIEF (1-3 sentences) summary of the project. The summary should indicate the primary purpose of the project and the general methods that will be used. If you had only 1-3 sentences to describe your project to someone, how would you do that? For example:
 - *The purpose of this project is to reduce bacterial pollutant loading to Wet Creek. This will be achieved through implementing best management practices for livestock management, restoring degraded riparian areas, and educating landowners about failing septic systems. The project will also conduct water quality monitoring to determine effectiveness of the project.*

Section II: Background Information

- **II.A**—This is the section where you establish your Statement of Need. What is the water quality problem that needs to be fixed? Why should it be fixed? Why is this project important? Be sure to identify the nonpoint sources of pollution causing or contributing to the water quality problem. The goal of the NPS Program is: *To identify sources of nonpoint source pollution to surface water and ground water of the State of Wyoming and to prevent and reduce nonpoint source pollution such that water quality standards are achieved and maintained.* How will this project help the NPS Program achieve that goal? Be sure to couch the water quality problem in terms important to and understood by the general public. In other words, the problem isn’t that the waterbody is listed as impaired on the 303(d) list, it’s that the waterbody isn’t supporting the uses that it should be supporting—e.g. risk to human health if people were to recreate in the water, fisheries populations aren’t supported because high sediment levels have degraded aquatic habitat and spawning areas, drinking water source has high nitrate levels creating concerns for human health, etc...
- **II.B**—As described in earlier sections of this document (see page 4), most Section 319 funds will be allocated to projects that implement a Watershed-Based Plan or, in limited cases, an alternative planning document. Identify any planning documents relevant to your project in this section and then explain how your project implements those planning documents. Are you implementing action items recommended in those plans? Are you addressing priority sources or priority geographical areas identified in those plans? Does your project identify sources that are identified as major contributors to the problem or only minor contributors? The more information you can provide that indicates your project is implementing activities in accordance with those plans and will help achieve the goals of those plans, the better chance your proposal will have of getting funded.
- **II.C**—Briefly identify and describe the waterbody(ies) you will be addressing. What is its surface water classification (e.g. Class 1, Class 2AB, Class 3...)? What is its flow regime—e.g. perennial, intermittent, or ephemeral? What are the waterbody’s most important designated uses—e.g.

recreation, aquatic life other than fish, cold or warm water fisheries, drinking water? Why is it an important resource in your watershed or to your community? What do we know about the waterbody in terms of water quality? Also briefly describe the characteristics of the watershed that are relevant to the project. This could include major soils types, major geologic characteristics, climate and precipitation regimes, major land uses, land ownership, etc... You must also attach a project map to your proposal. The map should clearly define the project area and the waterbodies of interest. The map should also include other important features to help the reviewers understand the watershed and the project. This could include major tributaries, landownership, location of priority BMP areas, locations of major BMPs, monitoring stations, etc... Please keep the map to 8.5"x11" paper size; multiple maps can be submitted if needed to fully characterize the watershed.

Section III: Scope of Work

- **III.A**—In this section, outline the scope of work for the project. What are the outcomes that you hope to achieve and how will you achieve them? Outcomes are the end result and objectives are how you plan to get that result. Focus on conveying to the reviewer what the benefit to water quality will be in measurable, quantitative terms as much as possible. Clearly identify specific products or deliverables and make sure these are quantified or described with measurable endpoints. Make sure that your planned activities relate back to the water quality problem identified in Section II.A—will your project address the problem you've identified? Are you proposing a reasonable solution to the problem? The following is an example outline of outcomes and objectives:
 - **Outcome #1:** *Reduce bacterial loading to the impaired segment of Wet Creek by 35%*
 - **Objective #1:** *Work with landowners to install 10 off-channel watering tanks in the watershed. Off-channel watering sources will give cattle and wildlife an alternative water source to minimize time spent within the stream, thereby reducing bacterial loading to the stream from direct defecation. Off-channel watering sources will also help improve the health of the riparian area vegetation; healthy riparian areas will further reduce bacterial loading by filtering pollutants that occur with runoff from upland areas. Ranking criteria will be used as part of a cost-share program with landowners to select the off-channel watering projects that will have maximum benefit to water quality. The off-channel watering projects will all be located in the subwatersheds identified as priority BMP areas in the Wet Creek Watershed TMDL Implementation Plan. Based on information presented in the Implementation Plan, installation of 10 off-channel watering sources in priority BMP areas will reduce bacterial loading to the impaired segment of Wet Creek by 20%.*
 - **Objective #2:** *Improve the health of the riparian area along a 1,000' segment of Wet Creek (shown on project map). This will be accomplished through establishing approximately 500 willow pole plantings within this reach. This reach was identified in the TMDL Implementation Plan as having minimal riparian vegetation and as a priority area for riparian restoration. Based on information presented in the Implementation Plan, restoration of this riparian area will reduce bacterial loading to the impaired segment of Wet Creek by an estimated 5%.*
 - **Objective #3:** *Reduce bacterial loading to the impaired segment of Wet Creek by educating landowners about the importance of identifying and fixing failing septic systems. While this project will not directly repair failing septic systems, we estimate that these education and outreach efforts will result in five landowners fixing high priority failing septic systems within the next five years. High priority systems are those that are straight pipes to Wet Creek or failing*

systems located within 50' of Wet Creek. Five high priority remediated septic systems will reduce bacterial loading by an estimated 10%, based on information presented in the TMDL Implementation Plan. A minimum of 100 rural residential landowners will receive educational material through brochures. We will also personally call or visit 15 landowners in priority areas to provide education and outreach about identifying and fixing failing septic systems.

- **Outcome #2:** *Raise the awareness of Windy City residents (approximately 20,000 people) about the importance of properly disposing of pet waste.*
 - **Objective #1:** *Work with city government staff to install five pet waste disposal containers along the Windy City Greenway. Install one educational sign that describes how pet waste can impact our streams and why it's a concern for human health.*
 - **Objective #2:** *Develop a radio ad campaign and air this ad on two local radio stations a minimum of 25 times.*
 - **Outcome #3:** *Collect water quality data to determine if bacterial loading within the impaired segment of Wet Creek changes following project implementation.*
 - **Objective #1:** *Conduct water quality monitoring at three sites on Wet Creek before and after project implementation to determine if the project has been effective at reducing bacterial loading to Wet Creek. Bacteria, flow, and basic field parameter data will be collected weekly at each site May-September during the years of 2017 and 2019. Data will be analyzed for trends and reported as part of the final report for this project.*
- **III.B—**Using the Task Table, identify the specific tasks that will be done to achieve the objectives identified in III.A. You should have at least one task for each objective. In some cases, your tasks may be very similar to your objectives. In other cases, you may want to break one objective into two or more tasks. For each task, identify the 319 funds and non-federal match that will be needed for each task. The Total Task Cost is the 319 funds and non-federal match combined. Indicate if other federal funds will be used for each task, but do not include this amount in the Total Task Cost. You are limited to ten tasks, but you do not have to have all ten tasks. Your first task must be Administration; the description and deliverables have already been provided for you for this task; these activities must be completed as part of project management. You can add additional information to this task if you wish. Federal 319 funds requested for administration must not exceed 10% of the total federal (319) funding requested and total administration must not exceed 10% of the total project amount. Administrative costs must be accounted for and documented separate from other project work activities. Round all dollar amounts to the nearest dollar.
 - **Additional Considerations**
 - If proposing to implement **irrigation BMPs** (e.g., flood to sprinkler systems, piping earthen ditches, lining canals), clearly articulate what the water quality benefit of those BMPs will be. Irrigation BMPs may have many other types of benefits (e.g., water conservation, property value, and increased yield); however, to be eligible and competitive for 319 funding, these BMPs must have a water quality benefit and the 319 contribution to the BMPs must be proportional with the water quality benefit vs. other benefits. How close are the BMPs to the waterbody of concern? What pollutants will the BMPs address? Is irrigated land a major or minor contributor of the pollutant in the watershed? What other sources of funding have you considered for these BMPs? For sprinkler systems, what mechanisms will you use to ensure the system stays with that property and is operated and maintained correctly into the future? Are you prioritizing irrigated lands that

are the largest contributors to the water quality problem and actively seeking voluntary participation from landowners in those areas?

- If proposing to implement **septic system BMPs**, indicate that you are aware of the NPS Program eligibility criteria for remediating failing septic systems with 319 funding. These eligibility criteria are posted on the [NPS Program “Sponsors” website](#) and include criteria for ensuring there will be a water quality benefit from fixing a given septic system. Clearly articulate the water quality benefit of remediating septic systems in the watershed. Are septic systems a major or minor contributor of pollutants in the watershed? Are there any serious public health risks associated with the septic systems in question (e.g., contamination of waterbodies frequently used for recreation)? What proactive measures are you taking to identify and fix the most problematic septic systems in the watershed (e.g., straight pipe discharges, systems with sewage at the surface)?

Section IV: Partnerships

- **IV.A**—In the table provided, list partnering agencies/organizations for the project. Provide the name of the partnering entity and a brief description of their role and responsibilities in the project. For any of the listed partners that will contribute funds or staff resources to the project, written commitments (letters of support), must be included with the proposal documenting the amount of money and/or the number of hours of effort expected from those agencies/organizations. You are welcome to attach other letters of support to the proposal from any other partner or entity wishing to show support for the project.
- **IV.B**—In the table provided, list other funding sources that will be used for the project. This includes non-federal match and other federal funds. Non-federal match includes both cash and in-kind contributions. List the source of the funds, the amount that will be contributed to the project, whether the source is federal or non-federal, and the status of that funding source (e.g. secured, pending, requested, etc...).

Section V: Monitoring and Evaluation

- **V.A**—Mechanisms to evaluate the success of a project are an important part of any Section 319 project. All proposals should include a description of how they will evaluate the project to determine if their tasks, objectives, outcomes, and goals were achieved. As much as possible, this should involve quantitative measures of success.

Projects that implement on-the-ground best management practices (BMPs) to improve water quality (Watershed Restoration and Watershed Protection projects) are required to obtain water quality data to evaluate effectiveness of those BMPs. This includes having pre-BMP (baseline) water quality data and post-BMP water quality data to evaluate the environmental impact of the BMPs implemented under the project.

However, the above requirement may be waived under circumstances in which it is determined that monitoring is not an effective use of funds. Such instances could include: (1) the project implements BMPs for which alternate methods (e.g. modeling) are more appropriately used to calculate effectiveness; (2) the project is in a watershed where the project sponsor believes it is most appropriate to implement several phases of BMPs before effectiveness monitoring is warranted; (3) the project implements BMPs for which it is believed that several years (beyond the scope of the proposed project) will be needed to realize water quality improvement; or (4) other circumstances in which the project sponsor can justify that water quality monitoring is not the best use of funds. In such circumstances where the project sponsor wishes to waive the requirement for

monitoring, the sponsor must contact the NPS Program for approval prior to submitting a final proposal. Please note that the Nonpoint Source Task Force, while making funding recommendations, may require that sponsors add, remove, or modify monitoring plans to receive final funding. If the monitoring requirement is being waived because additional phases of BMPs need to be implemented or additional time is needed before water quality improvement will be realized, the sponsor should indicate when in the future they plan to conduct monitoring and indicate their commitment that monitoring will be completed in the future.

Outreach/Education projects are not required to have a water quality monitoring component but should include ways to evaluate whether outreach/education activities were effective.

- **V.B—** If water quality monitoring will be conducted to determine project effectiveness, describe the monitoring strategy that will be employed. Clearly articulate any other objectives associated with the monitoring plan, such as monitoring to identify pollutant sources, monitoring to gather credible data to support de-listing an impaired stream, monitoring to provide data for TMDL development, etc...and relate these back to the purpose of the project. The description of the general monitoring approach should include information such as:
 - number of sites,
 - frequency of sampling,
 - timing of sampling,
 - general location of sites (including location related to BMP priority areas)
 - parameters measured/sampled for,
 - whether or not discharge will be measured,
 - general methods that will be used,
 - indication that you have permission to sample at your study sites and access to your study sites,
 - general QA/QC procedures, and
 - any other relevant information you feel is important.

Also provide a description of the qualifications of the people conducting the sampling. This can include education, trainings, and/or previous experience. Data collection must be done by a person having appropriate water quality monitoring training and experience.

If you are collecting data in order to make a use support determination (i.e., a waterbody is or is not supporting its designated uses), please contact the Nonpoint Source Program as specific monitoring requirements will apply.

If baseline data have already been collected through previous efforts, please note this.

Detailed monitoring information will be included in the Sampling and Analysis Plan (see below), but sufficient information should be provided in this section to allow evaluation of the overall monitoring strategy relative to its ability to accomplish the desired objectives. If monitoring is to be completed under a different funding source (other than Section 319 funds), please describe this and indicate how those data will be made available to evaluate the success of this project. Discuss the ability, if any, to conduct long-term project monitoring beyond the term of this project.

Planning and Assessment projects (no BMP implementation) with a monitoring component should provide similar information to that outlined above; however, BMP effectiveness will not be an objective unless it is an Assessment project evaluating effectiveness of BMPs implemented under previous projects. Please clearly describe the objectives of the monitoring strategy for the

planning/assessment project.

If you are proposing to use **Microbial Source Tracking** (MST) as part of your project, information addressing the following questions should be provided:

- What are the specific study questions and project goals?
- How are you using a tiered approach, in which MST is just one tool in the toolbox? Are you also using conventional methods (e.g., fecal indicator bacteria monitoring, surveying and characterizing the watershed, understanding land uses and wildlife/livestock populations in the watershed, conducting septic system inventories) to help understand sources of bacteria within the watershed?
- What MST method will you use and why was this method chosen?
- What are the spatial and temporal scales of your study?
- How does the number of proposed samples warrant a rigorous statistical assessment so that conclusions can be supported?
- What laboratory will conduct the analysis and what are the laboratory's qualifications/credentials?

The following are references that may assist you in researching MST to provide the information requested above:

- Griffith et al. 2013. The California Microbial Source Identification Manual: A Tiered Approach to Identifying Fecal Pollution Sources to Beaches. Available at: ftp://ftp.sccwrp.org/pub/download/DOCUMENTS/TechnicalReports/804_SIPP_MST_ManualPag.pdf
 - Harwood et al. 2013. MST Markers for Detection of Fecal Contamination in Environmental Waters. Available at: <http://femsre.oxfordjournals.org/content/38/1/1.abstract>
 - Tetra Tech. 2011. Using Microbial Source Tracking to Support TMDL Development. Available at: http://www.epa.gov/region10/pdf/tmdl/mst_for_tmdls_guide_04_22_11.pdf
 - Hagedorn et al. (eds). 2011. Microbial Source Tracking: Methods, Applications, and Case Studies. Springer Science+BusinessMedia.
- **V.C**—Monitoring paid for under a Section 319 award cannot take place prior to the approval of a Sampling and Analysis Plan (SAP) and a Quality Assurance Project Plan (QAPP). The SAP and QAPP do not have to be submitted as part of the project proposal, but will be required prior to project implementation if the project is selected for funding. Describe the status of the SAP and QAPP for your monitoring. Describe the schedule and method for developing and approving the SAP and QAPP if not yet prepared. The SAP should be developed consistent with the [WDEQ Standard Operating Procedures](#) (SOPs) and if applicable, requirements in [Wyoming's Methods for Determining Surface Water Quality Condition and TMDL Prioritization](#). The QAPP can be included as part of the SAP. Within the SAP, the proponent will need to include a statement of commitment to an annual WDEQ QA/QC field audit and an independent third party QA/QC review of the data (the recipient has the option to request this service from WDEQ). An EPA-approved QAPP (such as the [WDEQ/WQD Watershed Protection Program QAPP](#)) can be referenced, but any site specific amendments not covered by the referenced QAPP should be identified. If selected for funding, the WDEQ will work with the sponsoring agency to make sure the SAP and QAPP meet requirements.
 - **V.D**— Describe how data collected under this project will be managed, analyzed, and reported. How will the data be used? The sponsor needs to identify organization(s) responsible for project evaluation and specify how the resulting information from the data analysis will be shared and

utilized for future projects. Data management should be done by a person having data management training and experience. Describe the qualifications of personnel conducting data analysis. A draft final report must be submitted to WDEQ at the end of the project; after review and comment, a final report is required. Final report guidance and format is posted on the [NPS Program “Sponsors” website](#). Data management must be such as to allow the data collected as part of these grants to be incorporated into the EPA STORET database. The WDEQ will work with project sponsors on ways to format and organize their data electronically such that it can be submitted electronically to WDEQ at the end of the project for eventual upload into the EPA STORET database.

- **V.E—** On an annual basis, the WDEQ is required to report to EPA pollutant load reduction estimates for BMP projects implemented with Section 319 funds. As part of the final report for your project, if you implement BMPs, you will need to report pollutant load reduction estimates that have occurred with your project (e.g. 200 tons/year sediment, 25 lbs./year nitrogen, etc...). Ideally, load reduction estimates are obtained through before and after water quality monitoring. However, in cases where this is not feasible, some kind of modeling tool may be needed to estimate pollutant load reductions. Describe the general methods you will use to calculate load reduction estimates. Please contact the NPS Program if you have questions about how to calculate load reduction estimates; the NPS Program will be able to provide some assistance with load reduction estimates.
- **V.F.—**It is important that any data collected through the Section 319 grant program meet applicable Wyoming state statutes. Use the first checkbox to indicate that you are aware of Wyoming Statute W.S. 6-3-414 ([Enrolled Act No. 61](#)) regarding trespassing to collect data; review this statute to make sure you understand requirements that may apply to collection of resource data, including water quality data. Use the second checkbox to indicate that you are aware of requirements for compliance with the Wyoming Public Records Act ([Wyoming Statutes W. S. 16-4-201 through 16-4-205](#)). Federal funding for this project requires disclosure of all collected data and project information. It is your responsibility to ensure compliance with the Wyoming Public Records Act, which may require that you obtain landowner consent to release project information.

Section VI: OTHER INFORMATION

- **VI.A—** Provide information on how your organization will manage the project effectively and efficiently. Provide the reviewer with confidence that you will be able to manage the paperwork associated with the project and grant funds. Any past experience with grant management (319 or other) should be noted here.
- **VI.B—**Any environmental permits needed to complete the proposed project must be obtained before the project is implemented. The sponsor must keep documentation regarding necessary permits in their records. In the table provided, identify any environmental permits that will be needed for this project. Include a description that identifies the name or type of permit and the agency responsible for that permit. For each permit, identify the status of the permit (e.g. obtained, pending, requested, in-process, not started, etc...). Examples of types of permits that might be applicable to Section 319 projects include, but are not limited to, Clean Water Act Section 404 permit (U.S. Army Corps of Engineers); Section 401 certifications (Wyoming DEQ); water rights permits (State Engineers Office); large or small construction stormwater permits (Wyoming Pollutant Discharge Elimination System Stormwater Program), and local or state permits for septic systems. It is the responsibility of the sponsor to identify and obtain any permits required for their project.

- **VI.C**—The NPS Program would like to ensure that 319 funds are used for projects that promote long-term sustainability and improvement in water quality, rather than short-term fixes where improvement to water quality is short-lived. Explain any aspects of your project that lead to long-term sustainability and will help perpetuate the improvement you hope to achieve under this project. If implementing best management practices as part of your project, describe how you'll coordinate with landowners or other parties to ensure those best management practices are operated and maintained to be effective over the lifespans of the practices.

Beginning in FY17, sponsors have the opportunity to earn “bonus points” by committing to BMP follow-up monitoring. Please refer to the “BMP Follow-Up Monitoring Guidance” posted on the [Nonpoint Source Program—Sponsors Website](#) for more information. If the sponsor chooses to do BMP follow-up monitoring, a description of that commitment should be included in this section.

- **VI.D**— Pursuant to the requirements of the Governor’s Executive Order 2011-5, Greater Sage-Grouse Core Area Protection, the Wyoming Department of Environmental Quality (WDEQ) is working with the Wyoming Game and Fish Department (WGFD) to minimize the impact of development on the Greater Sage-Grouse population in Wyoming. To that end, applicants for Section 319 funding must determine if any part of the project falls within a Greater Sage-Grouse Core Area (SGCA) before applying. If any part of your project falls within a SGCA, the first point of contact for addressing sage-grouse issues is the WGFD. Coordinate with the WGFD and obtain a letter confirming consistency with the Executive Order prior to submitting your proposal. The WGFD consistency letter must be attached to your proposal. Note that, **if applicable, your proposal will not be considered for funding if you have not consulted with the WGFD and obtained a letter confirming consistency with the Executive Order.** Projects that are outside of a SGCA or projects that will not cause any land-disturbance are not required to consult with WGFD or obtain a consistency letter.

Please contact the WGFD early in the proposal development process to ensure that adequate time is allowed for WGFD to evaluate the project and provide a consistency letter in time to submit the proposal by final deadlines.

A link to a map of SGCAs is available on the NPS Program “Applying for Grant Funds” Website. <http://deq.wyoming.gov/wqd/non-point-source/resources/grant-resources/>

- **VI.E**— The State is concerned that use of Section 319 funds is well coordinated with other pertinent programs. If similar activities are being undertaken in the watershed, they should complement each other and not unnecessarily duplicate or replicate efforts. Verify by checking the box that this project is not duplicative with those sponsored by other groups.

The State is also concerned that Section 319 funding not be used to assume other agencies' responsibilities for activities being carried out in the project watershed. Check this box to verify that this project will not assume other agencies' responsibilities.

- **VI.F**—In general, outreach/education activities should be included as part of larger watershed restoration, protection, or planning projects. It is important that project successes be promoted, information and “lessons learned” be shared, general awareness of water quality and nonpoint source pollution be raised, and participation in improvement activities be encouraged. Therefore, outreach/education activities for projects could include, but are not limited to, educating others about water quality and nonpoint source pollution, raising awareness of the project, promoting

voluntary participation in water quality improvement activities, and ensuring that the information learned from your project is distributed to the public and/or other interested parties (data and information-sharing). Be sure to explain the messages you want to convey, how you will convey them, and what audiences you hope to reach. Think about what methods may be most effective in reaching your targeted audience. If using methods that have been used in the past, were they effective? Be innovative—if previous methods haven't been effective, what other methods might work better?

If you do not feel that outreach/education activities are the best use of funding for your project, include a thorough justification in this section explaining why you are not proposing outreach/education activities for your project.

- **VI.G**—Identify secondary benefits of the project and how these benefits will be achieved. While benefit to water quality is the primary resource concern that proposals will be evaluated against, sponsors should make efforts to consider other resource benefits that may occur due to the water quality improvement activities being implemented. The sponsor should try to maximize those benefits where appropriate and where the secondary benefits can still be related to water quality. As a few examples:
 - An urban stormwater wetland could be primarily designed to improve water quality but could also incorporate features for wildlife habitat.
 - A stream restoration project can incorporate benefits to fisheries.
 - Off-channel water tanks should incorporate small mammal/bird escape ramps and can be sited where they will benefit both wildlife and livestock.
 - Converting flood irrigation to sprinkler irrigation can reduce pollutant transport to rivers/streams and can also achieve water conservation goals.
 - Many grazing and irrigation best management practices reduce pollutant transport to rivers/streams and also improve soil health.
 - A wetlands project could install a pathway to allow visitors better access to the wetlands to see educational features to learn about wetlands and water quality.
 - However, a pathway installed purely for recreational benefits would NOT be an appropriate use of funds (not related to water quality).
 - Planting trees/shrubs in a riparian area can help stabilize banks and also provide an aesthetic benefit.
 - However, planting trees at a project purely for aesthetic reasons would not be an appropriate use of funds (not related to water quality).
- **VI.H**—Self-explanatory
- **VI.I**—Self-explanatory. Q1 = Quarter 1 (January through March), Q2 = Quarter 2 (April through June), Q3 = Quarter 3 (July through September), Q4 = Quarter 4 (October – December).
- **VI.J**—Self-explanatory. Instructions for the Project Map, Sage Grouse Core Area Consistency Letter, and Letters of Support were provided earlier in this memorandum. Instructions for completing the Budget Workbook are provided in the downloadable Budget Workbook on the NPS Program Applying for Grant Funds website: <http://deq.wyoming.gov/wqd/non-point-source/resources/grant-resources/>. Please access, download, and complete the Budget Workbook.

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